

Business Technology
Personal Computing
Course Code # 3720
½ Credit or 1 Credit

School Year _____

Term: ____Fall____Spring

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: 19	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0 The student will demonstrate proficiency in the care and use of computer based technology.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Discuss the history of computers and programming languages.			
1.2	Identify the major components of a computer system.			
1.3	Demonstrate the proper care and operations of the components of a computer system.			
1.4	Demonstrate the use of peripherals.			
1.5	Demonstrate the use of operating systems for the purpose of file management.			
1.6	Demonstrate proper keyboarding techniques.			
1.7	Identify the components of local (LAN) and wide (WAN) area networks (including the Internet).			

Standard 2.0 The student will develop skills using a variety of computer resources to increase productivity, support creativity, conduct and evaluate research, and improve communications.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Demonstrate basic concepts of word processing, database management and spreadsheet software.			
2.2	Utilize telecommunication software (browsers) for data research.			
2.3	Explain and demonstrate the visualization of data using computer graphics.			

Standard 3.0 The student will use technology resources to improve problem solving and decision making skills and apply these skills to real world situations.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Explain and use a strategy to perform a task.			
3.2	Identify programming languages and their specific uses.			
3.3	Choose appropriate method and software to perform a task.			

Standard 4.0 The student will analyze the social impact and explore the ethical issues of technology usage.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Discuss the development of computer technology.			
4.2	Explain why computers are best suited for tasks requiring speed, accuracy and repetition.			
4.3	Describe the impact of computers on vocations.			
4.4	Summarize the advantages and disadvantages of computer technology on consumers.			
4.5	Discuss the ethical and legal problems associated with computer technology.			
4.6	Research and identify emerging trends in computer technology.			

Additional comments: _____